



ADMINISTRATIVE REGULATION

EFFECTIVE DATE: June 20, 1995

Administrative Regulation: 1-33

REVISION DATE March 8, 2017

SUPERSEDES: June 20, 1995

APPROVED BY: Arthur Anselene

SUBJECT: Loss Control and Safety Program

I. Purpose

The Purpose of this Administrative Regulation is to establish a comprehensive loss control safety program for all town employees. It outlines safety responsibilities of department heads, supervisors and employees, and establishes rules and regulations to be followed in all aspects of daily work. It is expected compliance with these rules and regulations will help reduce accidents and injuries occurring to town personnel and property, as well as the general public. Additionally, compliance will impact the town's insurance costs.

II. Employees Involved

All regular full-time, regular part-time, temp/seasonal employees are covered by the provisions of this Administrative Regulation

III. Safety Policy Statement

The Occupational Safety and Health Act of 1970 requires employers to provide a safe place to work, and a place free from hazards that might cause injury, disability or death.

It is the policy of the Town of Herndon to provide and maintain a safe and healthy working environment for all employees. To this end, every reasonable effort will be made to provide and maintain a safe and healthy workplace, safe equipment, proper materials, and to establish and insist upon safe methods and practices at all times. Accidents that injure people, damage machinery or equipment, and potentially destroy materials or property causes needless suffering, inconvenience and expense. The safety rules and regulations developed herein are for the protection of all town employees.

Due to the large number of activities in progress at one time, the varied nature of the work and the widespread location of such activities, it is important that every department within the town adheres to the town's safety programs and policies, utilizing written reports and records to achieve the maximum use and effectiveness of loss control information.

The Director of Human Resources will head the town's internal safety program, communicate pertinent information to all departments and employees. All levels of management will be held accountable for policy implementation. All employees will be responsible for complying with the safety rules contained



ADMINISTRATIVE REGULATION

herein.

Most accidents are avoidable and can be prevented. If everyone does their part, including acting safely and communicating appropriate safety practices at all times, proper attitudes toward accident prevention, loss control and improved safety on the job can be achieved.

IV. Duties and Responsibilities

A. Town Manager

The Town Manager has the overall authority and responsibility to ensure that a safe and healthful workplace is provided for all employees of the Town of Herndon. The Town Manager shall oversee the implementation of the Town's comprehensive policies and guidelines. The Town Manager will also provide department heads the general guidance and the means to comply with the above requirements.

B. Director of Human Resources

The Director of Human Resources will coordinate the administration of safety education and training programs to employees, including the maintenance of training records, and will communicate appropriate safety and health information to all town departments and divisions.

C. Department of Finance

The Finance department is responsible for safety reporting and claims management for non-employees, the management of the financial relationship with the town's insurance providers, renewals and procurement.

D. Department Heads

Department Heads will be responsible for coordinating safety activities among their various divisions and provide management supervision, or implementation, and support of the safety program. Department heads shall ensure timely and accurate reporting of workplace safety incidents via the proper channels. Department heads will appoint the appropriate person(s) to the Safety Committee from their respective departments.

E. Supervisors

Supervisors will assume the responsibility of thoroughly instructing their personnel in the safe practices to be used in work situations. They will consistently enforce safety standards and requirements. Supervisors will act to eliminate any potential hazards within the activities they control. Supervisors will be required to set the example for good safety practice. Safety records shall be measured along with other phases of a supervisor's performance. Therefore, it is absolutely essential that such records are complete and accurate and that all accidents are

ADMINISTRATIVE REGULATION

fully reported. The principle duties of supervisors in discharging responsibilities for safety are as follows:

1. Enforce all safety regulations and ensure employees are aware that violations of safety rules will not be tolerated.
2. Ensure all injuries are reported promptly and treated properly, and all accidents are reported even if injury is not apparent.
3. Investigate thoroughly all accidents and take necessary steps to minimize reoccurrence through employee safety education, operating procedures or modification of equipment.
4. Provide complete safety instructions before an employee actually begins to work.
5. Conduct regular safety checks, including a careful examination of all new or relocated equipment and issue instructions for the elimination of fire and safety hazards.
6. Ensure that equipment is properly serviced to reduce potential accidents. Documentation of equipment maintenance and inspection schedules must be maintained.
7. Develop and administer an effective program of good housekeeping and maintain high standards of personal and operational cleanliness throughout all operations.
8. Provide safety equipment and protective devices such as, but not limited to: safety vests, safety shoes, gloves and hat, clothing and hearing protection where the job requirements necessitate the issuance of such gear.
9. Give full support to all safety procedures, activities and programs.

F. Employees

Each employee, as part of the comprehensive loss control management program, is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. Each employee's safety commitment must include, but is not limited to, the following:

1. Using safety equipment, which has been provided in performing daily work assignments.
 2. Wearing the prescribed uniform, safety shoes and other gear as required.
 3. Asking the supervisor for instructions before attempting to use equipment or machinery.
 4. Warning co-workers of unsafe conditions or practices that could lead to or cause an accident.
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ADMINISTRATIVE REGULATION

5. Reporting defective equipment immediately to the supervisor.
6. Reporting dangerous or unsafe conditions that exist in the work place as well as throughout the Town of Herndon, including, but not limited to: defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open manholes, sunken basins and sewers, and missing or damaged traffic signs or signals.
7. Reporting all injuries and accidents regardless of severity.
8. Marking unsafe conditions resulting from town work by way of signs, traffic cones, etc. that could present a hazard to the public.
9. Using tools and equipment in a safe and careful manner.

G. Safety Committee

A safety committee, consisting of a minimum of one employee representative from each town facility will be formed. The general purpose of a safety committee will be to:

1. Promote safety awareness and encourage safe working practices.
2. Provide employee participation in the overall safety effort.
3. Channel action on safety suggestions submitted by employees.
4. Encourage a working relationship between supervisors and employees on safety matters.
5. Effectively research ideas for submission of the risk management grant application to the Virginia Municipal League (VML).
6. Improve safety morale of all employees.

The committee will gather information, make suggestions to implement safety efforts and provide follow-up efforts on the town's safety programs. This committee will make recommendations to the Director of Human Resources and will have the full support of the Town Manager.

V. Training

Safety training will allow employees to complete their job safely and efficiently. Each department has the responsibility of providing on-the-job safety training to each employee. This training shall be documented and each employee shall be required to sign a proof of attendance sheet as required by the Federal Occupational Safety and Health Act of 1970 (OSHA). This training shall include, but not be limited to:

1. Orientation to the department and an overview of Town of Herndon safety and health rules
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ADMINISTRATIVE REGULATION

(including review of the Town of Herndon Safety Manual).

2. Procedures for reporting on-the-job injuries and panel of physicians (See Administrative Regulation 1-22).
3. Workers' compensation claims process (See Administrative Regulations 1-22)
4. Hazard communication program (See Administrative Regulations 1-12)
5. Other specific training as required by OSHA regulations.

In addition, specialized training shall be offered in the use of tools and equipment to maximize the function of the equipment as well as to prolong usable life and to prevent accidents.

Accidents are avoidable and can be prevented to achieve a safe working environment. All members of this organization must be committed to safety through good attitudes and involvement. Specific safety procedures are detailed in the Town of Herndon Safety Manual. Safety and loss control is tremendous responsibility and one that must be shared by all.


Arthur A. Anselene
Town Manager